



ASSISTANT DIRECTOR - PUBLIC WORKS

Job Code: 3002

EEO Class Code: Official / Administrative

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: 20

NATURE OF WORK

Responsible managerial work with considerable difficulty assisting the Director of the Department. Supervision is exercised over subordinate managerial, professional and administrative employees. The incumbent exercises considerable independence in working with division heads and managers of other City departments on problems relating to Public Works activities. Work assignments are broad in scope and require the use of independent judgment and initiative in making technical and managerial decisions of considerable difficulty. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and works cooperatively to provide quality customer service.

General supervision is received from the Public Works Director who holds the incumbent responsible for the attainment of desired objectives, the professional management of departmental operations, and for the quality of service provided to other departments and the general public.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Under the direction and supervision of the Public Works Director:

- Serves as Acting Director during the absence of the Public Works Director.
- Assists the Public Works Director in managing the Public Works Department.
- Plans, organizes, coordinates, and directs through subordinate managers and support staff, the work of the Public Works Department.
- Serves on and leads various inter-departmental project groups, special projects and task forces.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Department.
- Develops and implements Department management systems, and standards for program evaluation.
- Develops and implements the training of other employees concerning their duties or departmental functions.
- Develops, implements, evaluates and/or maintains departmental programs.
- Coordinates the activities of the Public Works Department with other City work programs and departments and with other agencies.
- Assesses personnel training needs of the department in order to plan, organize, and implement appropriate training programs.
- Assesses equipment needs in order to make recommendations regarding equipment acquisition and utilization.
- Prepares and administers the department budget.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of principles, methods, materials, equipment and practices of Public Works engineering, construction, and maintenance activities.
- Considerable knowledge of supervisory principles and practices.
- Considerable knowledge of the principles and practices of public personnel administration and City personnel policies and procedures or the ability to acquire such knowledge.
- Considerable knowledge of modern practices in equipment operations, maintenance, and repair.
- Knowledge of the principles and practices of modern office administration.
- Knowledge of public relations principles and techniques.

- Knowledge of the principles and procedures used in budget preparation, justification, monitoring, and reporting.
- Knowledge of information technology utilized to manage the work of the department.
- Knowledge of research techniques and the sources and availability of current information applicable to the operation of the Public Works Department.
- Knowledge of basic accounting principles, practices, and procedures and their application to governmental computerized accounting systems.
- Working knowledge of applicable Federal, State, and City laws, rules, regulations, and ordinances pertaining to departmental operations and provide leadership in implementing City and departmental policies and programs.
- Ability to evaluate technical information and statutes and arrive at valid recommendations based on the data.
- Ability to train subordinate employees in the area of their work assignment.
- Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.
- Ability to give and carry out complex verbal and written instructions.
- Ability to express ideas and information clearly and concisely, both verbally and in writing.
- Ability to effectively assign, evaluate, supervise and manage professional, technical and administrative staff.
- Ability to discern and extract pertinent facts from verbal and written guidelines, policies, and procedures and apply them to a variety of problems.
- Ability to work under stress and pressure and respond to crisis or emergency situations.
- Ability to develop and implement administrative programs and procedures and to evaluate their effectiveness.

MINIMUM REQUIREMENTS

- Licensed as a Professional Engineer in the State of Florida.
- Minimum of seven years of progressively responsible professional experience in general public works management, engineering, construction management or infrastructure maintenance and operations, including water, sewer and stormwater operations and including five years in a senior management capacity.
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- Demonstrated ability to provide high quality service within constrained resources in a multi-user environment.

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Work will be performed in an office environment but will include field visits to remote offices, work sites, projects and inspections.
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

- General and specific assignments are received from the Public Works Director who holds the incumbent accountable for the adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations.
- Work is performed with little direct supervision and with extensive latitude for the use of independent judgment.

SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, managerial, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations.